**Sample agreement for theme based calls and/or certification calls**

The agreement will occur via email, but is here so you can see how it would work if you choose to engage in the above.

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Please read below. This serves as our contract but if you need to create a contract from your side, you’re welcome to send one. After you email this back, I will put you in touch with the trainer so you can proceed with scheduling.

1. You will be scheduling directly with the trainer; please stay aware of any limits on number of sessions or budget maximum as I will not be tracking that from here. But, as always, if any questions arise regarding contracting or financial details, please email only me in relation to that (the trainer cannot contract or advise on that).

2. The trainer will email you handouts, if applicable; and will set up the Zoom. Please note that we are not able to share the session recordings and recording is not allowed for any training / consultation that we provide.

3. We have a 24 hour cancelation policy (cancellations 24 or more hours ahead won't be billed but less than 24 hours will be billed)-- but the more notice you can give the trainer the better. Email and/or text the trainer the cancellation so it is in writing.

4. Please try to complete the work in a timely way and if you are organizing staff on your team, stay aware of their progress. You can request for the trainer to copy you on emails to your team members (if relevant) so you’ll be aware of the pace.

5. Each January 1 our rates go up slightly. If you have not prepaid or sent a formal purchase order, any work that happens after January 1 will be billed at a slightly higher rate. For our current rate, see our website page [Training / Fact Sheet on Training](https://www.treatment-innovations.org/fact-sheet-on-training.html) (part 6 has costs).

6. We typically invoice at the end of the work, but if it goes on for a long time, we may invoice intermittently. If you have any specific timing needed for the invoice, let us know.

7. The calls cannot be recorded.

8. Please note that if you need attendance taken, the trainer would need to do that. Be sure to let the trainer know in advance if you want that. If you have a large number of people on the call, you can also decide to ask people to enter their names into the chat to verify that they are attending. Then, you would preserve the chat as a record of attendance. If you would like attendance certificates issued, please see our [consultation page](https://www.treatment-innovations.org/tbcs--consults.html).

9. We hope the work is helpful to you and will do all that we can to ensure that! Please be in touch with Jamie Miller, our training coordinator (coordinator@treatment-innovations.org), at any point if you have any concerns about the content of the work. We want to ensure you have a consistent high-quality experience.

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